

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ACCOUNTANT
JOB REQUISITION: 2659 (TWO POSITIONS)
LOCATION: SACRAMENTO, CA

Under general supervision, the Accountant will performs a variety of professional accounting work as well as internal and external financial reporting in the General Ledger and Reports Unit.

RESPONSIBILITIES

- Review and monitor individual transactions for all balance sheet general ledger accounts on a monthly basis for accuracy;
- Prepares ad hoc financial reports using spreadsheets and financial report generators;
- Reconciles bank statements for all cash accounts to CARS transactions on a monthly basis;
- Analyzes budget versus actual reports for accuracy and the status of budget allocations;
- Communicates with court personnel and the Administrative Office of the Courts Trial Court Unit;
- Prepares correspondence;
- Generates month-end, quarterly, and year-end financial statements for review;
- Prepares account analyses on many balance sheet accounts and provides guidance and recommendations to resolutions to problems or errors; and
- Reviews, uploads, and monitors annual budgets.

QUALIFICATIONS

Equivalent to an associate degree, preferably with major course work in accounting and three years of experience as a professional accountant. Additional directly related experience may be substituted for the education on a year-for-year basis.

OR

One year of experience at the Judicial Branch as a Staff Accounting or one year as a Staff Analyst with the judicial branch performing professional accounting work.

Additional directly related experience may be substituted for the education on a year for year basis. Additional directly related college level education may be substituted for the experience on a year for year basis.

TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however this position will remain open until filled. To complete an online application please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Finance/Accounting/Budget", and search for Job Req. #2659, Accountant. This position requires the submission of our official application.

OR

To request a printed application, please contact:
Administrative Office of the Courts

455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102
(415) 865-4272 Telecommunications Device for the Deaf

PAYMENT & BENEFITS

Salary Range - \$5,051-\$6,139

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.